

<h1 style="text-align: center;">厚木基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		<b>広報番号 :</b> Announcement No.	<b>A-09-039</b>
		<b>一次選考締切り日 :</b> 1 <sup>st</sup> Cut Off Date	<b>15 APR 2009</b>
		<b>募集締切日:</b> Closing Date	<b>選考決定まで継続</b> Open until filled
		<b>発行日:</b> Date of Issue	<b>25 MAR 2009</b>
<b>1.職種名 Job title (等級 Grade <u>1-5</u> / 語学等級 LAD <u>3</u> )</b> <b>Purchasing and Contract Assistant, MLC #414</b>		<b>募集人数</b> No. of Recruitment  <b>1 名</b>	<b>4.募集範囲 Area of Consideration</b> <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
<b>2.部隊 Activity</b> <b>Purchase Branch (Code 406.7), Supply Management Department</b> <b>Atsugi Site, U. S. Fleet and Industrial Supply Center, Yokosuka</b> <b>勤務場所 Working Place: 綾瀬市大上 Oogami, Ayase-Shi</b>		<b>5.雇用の種類 Type of Employment</b> <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term ( <u>  </u> カ月 Months )	
<b>3.勤務時間 Work Schedule (週 <u>40</u> 時間制hr/wk)</b> 週 40 時間制: 40 Hours Per Week <input checked="" type="checkbox"/> 規則 Regular <input type="checkbox"/> 不規則 Irregular Mon – Fri, 0745 - 1630 <input type="checkbox"/> 夜勤有 Night Shift <input checked="" type="checkbox"/> 残業有 Overtime <input checked="" type="checkbox"/> 出張有 Business Travel			
<b>6.職務内容 Duties</b> See attached sheet.			
<b>7. 職務状況 Working Condition:</b>			
<b>8.資格要件／身体条件 Qualification/Physical Requirements</b> <b><u>BWT-1-5</u></b> - One year of specialized work experience at 1-4 (or equivalent level) in the related field, or completion of bachelor degree in the related field. - Knowledge of Federal Acquisition Regulation (FAR), Defense FAR Supplement (DFARS), Navy and Marine Corps Acquisition Supplement (NMCARS), and Naval Supply Systems Command (NAVSUP) regulations, and FISC Yokosuka instructions. - Skill in operating a personal computer system such as MS Word, Excel and Access. - Ability to negotiate and administer contracts/orders. - Ability to analyze and evaluate various quotations exercising the cost and price analysis techniques and knowledge of regulations, laws, directives, etc. - Ability to speak, read and write English at fluent proficiency level (LAD-3). - Ability to read, write and speak Japanese fluently. - The selectee of this position must successfully complete all training courses including also those conducted in U.S. as required by the Defense Acquisition Workforce Improvement Act (DAWIA) for levels I. <b>*Those who do not fully meet above requirement may be considered for lower grade trainee.</b> <b><u>BWT 1-4</u></b> - One year of any clerical, technical, or administrative work experience or completion of 4-years college/university in any field. - Other factors will be considered in conformity to the target grade. *A handicapped applicant may be accepted, depending upon the degree and kind of disability. <b>[Eligibility for MLC Employment]</b> - <b>Non-Japanese Applicants:</b> Only those who possess permanent residency visas are eligible. Please attach a copy of alien registration certificate (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application. - <b>Former US Military Members:</b> Please attach DD Form 214 to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered. - SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment.			
<b>英語力 English Language Proficiency :</b> <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
<b>学歴 Educational Background :</b> See block #8		<b>免許証／修了証 License/Certificate Required :</b> See block #8	

9.提出するもの Application and Associated Documents		
<p>*<input checked="" type="checkbox"/> 空席応募用紙 (表・裏面) Application for Vacancy Announcement (HROY Form 1, Front &amp; Back)  <a href="http://hro.cnfnavy.mil">http://hro.cnfnavy.mil</a></p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) <a href="http://hro.cnfnavy.mil">http://hro.cnfnavy.mil</a></p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p>HRO様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、国籍、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴（会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など）。To be considered for selection, resume must include at least the following information: Announcement number, full name, citizenship, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled.</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)  12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicants, copy of Alien Registration Card and Passport/Visa</p>		
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
担当部署／担当者名 Office/POC HRO Atsugi Satellite Office 厚木基地人事部 ☎0467-78-2661 (DSN) 264-3426 / 3624	〒252-1101 神奈川県綾瀬市大上 Oogami, Ayase-Shi 厚木基地人事部 HRO BOX12	<b>PDNO: FISC-406.7-002</b>

\*履歴書及び添付書類は所定の締切日午後三時までに上記住所必着のこと。

Send application and attachments to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement.

\*応募時点で MLC/IHA 規定の雇用資格を満たしていない応募者は選考の対象となりません。

Ineligible applicants will not be referred for consideration.

\*提出された応募書類はお返ししません。Submitted applications will not be returned.

## 6.職務内容 Duties

Prepares, maintains and places orders against Blanket Purchase Agreements (BPAs) in accordance with the Defense Acquisition Regulation for filing anticipated repetitive needs for small quantities of supplies or services and Government Commercial Purchase Card (GCPC) purchases of Material/services from local and CONUS vendors. Prepares purchase documents for equipment and material costing no more than \$50,000. Solicit bids for transaction over \$2,500 from prospective suppliers and selects the lowest bidder and issues a written order for the goods. Maintains liaison between the contractors and requesting activities to expedite service and procurement, furnishes advice to contractors concerning procedures for the preparation of statements, schedules and other related data in connection with procurement procedures. Issues written orders for goods or services under Annual Contracts and maintains records concerning them. Takes administrative action as required by the contract terms. Prepares and compiles information from procurement documents for the purpose of maintaining status, establishing statistical records, and furnishing information as to the nature of procurement transactions and the volume and monetary value of transactions. Maintains a bidders' list of supplies and materials. Prepares monthly and quarterly reports on purchase actions and all correspondence pertaining to purchasing. Conduct periodic review of outstanding order file, provides status of purchase requirement to the customers. Assist Semi-annual GCPC audit. Distributes and maintains files for purchase documents and related documents. Performs other related duties as assigned by the immediate supervisor.